



HELP

*Are you overwhelmed with your documents
and need help to organize them?*

RECORDS MANAGEMENT TRAINING SESSION

WHO SHOULD ATTEND? Faculty and Staff needing to clean-up their office and send documents to the Records Management and Archives Department.

WHY ATTEND? Because you will be provided with the appropriate tools to retain, organize and destroy your records!

WHEN?

October 17, 2012, 10:00 – 11:30 a.m. *(register before Oct 12)*
November 14, 2012, 10:00 – 11:30 a.m. *(register before Nov 9)*
January 16, 2013, 10:00 – 11:30 a.m. *(register before Jan 11)*
February 20, 2013, 10:00 – 11:30 a.m. *(register before Feb 15)*
March 20, 2013, 10:00 – 11:30 a.m. *(register before Mar 15)*
April 17, 2013, 10:00 – 11:30 a.m. *(register before Apr 12)*
May 15, 2013, 10:00 – 11:30 a.m. *(register before May 10)*

COSTS? It's free!

REGISTRATION Register at archives.concordia.ca